

Clandestine Services Review  
Speaker Guidance

Class Composition

The Clandestine Services Review class, for the most part, consists of recent returnees from operational field assignments. Experience shows that the returnees have been in the field on the average of three years. The majority of students have been in grades 12, 13, and 14. Most are assigned to Headquarters country desks. Note: You will be sent a class roster as soon as this information can be compiled in OTR.

Course Objectives

The principal aim of the course is to reorient field returnees to changes in the organization, policy and procedures of CIA, with particular attention given to the Clandestine Services, and how these changes relate to a Headquarters assignment.

Instructional Approach

The majority of the presentations follow the lecture form. In view of the nature of the audience (returnees) it is recommended that lectures take the following form where possible:

1. A brief review of functions of your organization.
2. Describe the changes in the past few years.
3. Tell what your office can do for the students.
4. Conclude by telling the students what they can do to work effectively with you.

It is recommended that organizational charts be used only when absolutely necessary. Materials illustrative of unit activities are often of interest and value to the students and should be shown. Time should be allowed for questions — 5 minutes for each half-hour allotted, or 10 minutes for each 50 to 60 minutes allotted.

S E C R E T